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NPIC/D-303-76
28 September 1976

MEMORANDUM FOR: NPIC Personnel

SUBJECT : Applications for Assistant to the Director Position

1. NPIC personnel are invited to express their interest in a one-year assignment as Assistant to the Director, NPIC. During each of the past seven years an R Careerist has been selected for a rotational assignment in the Office of the Director. The current incumbent, [redacted], is planning to return to the Ground Photo Services Branch on 22 November 1976. His replacement will be selected by 29 October.

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2. The Assistant to the Director works under the immediate supervision of the Executive Officer, NPIC. The assignment is intended as a career development opportunity for individuals in the middle grades who are identified as having potential for advancement. The duties of the Assistant to the Director include, but are not limited to the following:

a. Aids the Director and Deputy Director in the preparation of briefing materials for senior-level presentations; schedules and coordinates briefings and tours.

b. Screens the flow of documents through the Office of the Director and identifies significant or time-critical items for the attention of the Director, Deputy Director or Executive Officer.

c. With the Executive Officer, maintains a daily log of significant transactions and commitments involving the Office of the Director.

d. Provides staff support to the Director, Deputy Director and Executive Officer.

e. Collects and drafts material for the NPIC Newsletter.

f. Operates Director's Hot Line.

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3. Individuals in Grades GS-09/12 will be given primary consideration for this assignment, although officers at other grade levels will also be considered. After serving for about one year in this assignment the individual will return to his/her parent office or to another assignment which may be arranged during the tour of duty.

4. Individuals who are interested in being considered should submit written requests through their supervisors. All such requests should be received in the Office of the Director no later than 18 October 1976. Queries concerning this appointment may be directed to [redacted]

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[redacted]
Executive Officer, NPIC

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